

CM/ECF Attorney Training Manual For Filing of Adversary Cases (Complaints)



June, 2005

Opening Adversary Cases

Attorneys and external users can open adversary cases (complaints) on CM/ECF by accessing our web page through the Internet.

STEP 1 Once you are in the CM/ECF main screen, go to the Adversary link on the main menu bar. (See below)



STEP 2 Open a New Adversary Case

- Enter general case information for the case you are opening. This information usually comes from the bankruptcy petition or case cover sheet.
- When you are finished, press the *Next* button to continue. If you have made a mistake, press the *Clear* button to go back to the system defaults. (See Below)

A screenshot of the "Open Adversary Case" form in the CM/ECF system. The form has a blue header bar with the "ECF" logo on the left and the navigation links "Bankruptcy" and "Adversary" on the right. The "Adversary" link is circled in black. Below the header, the title "Open Adversary Case" is displayed in a bold, blue font. The form contains the following fields and controls:

- Case type**: A dropdown menu with "ap" selected.
- Date filed**: A text field containing "6/10/2005".
- Complaint**: A dropdown menu with "y" selected.
- Next**: A button to proceed to the next step.
- Clear**: A button to reset the form to default values.

STEP 3

Add Associated Cases

- Enter the number of the "lead" case to which the current case should be associated (the case you are opening or which you selected for docketing is the "member" case).
- Use the down arrow to select the association type. Press **Next** to continue.



ECF Bankruptcy • **Adversary**

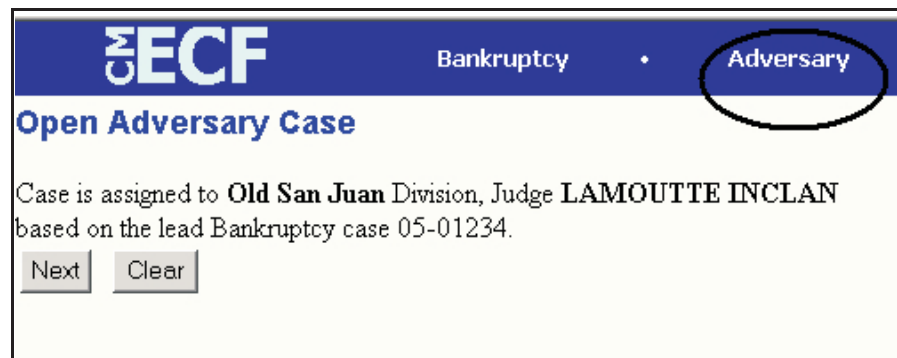
Open Adversary Case

Lead case number

Association type

Note:

Once the associated case is added the following confirmation screen will appear:



ECF Bankruptcy • **Adversary**

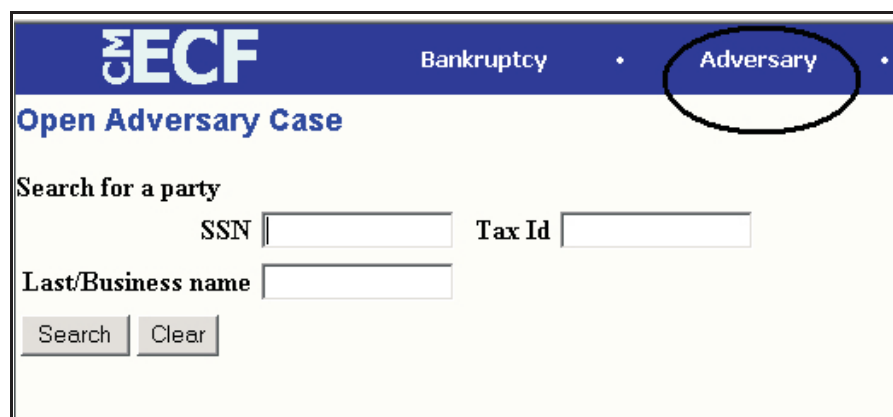
Open Adversary Case

Case is assigned to **Old San Juan** Division, Judge **LAMOUTTE INCLAN** based on the lead Bankruptcy case 05-01234.

STEP 4

Add Parties

- Add parties by selecting a party already in the database or adding a new one.
- Enter the information about the party. (See below)



ECF Bankruptcy • **Adversary**

Open Adversary Case

Search for a party

SSN **Tax Id**

Last/Business name

For a party already in the database, fill in the party role and pro se fields, and enter party text if needed. (Party text appears after the party's name on the cover sheet of the docket, e.g., AABC Corporation, a subsidiary of XYZ International".)

For a new party, fill in the name, address, party role, and pro se fields, and enter party text if needed. (See below)

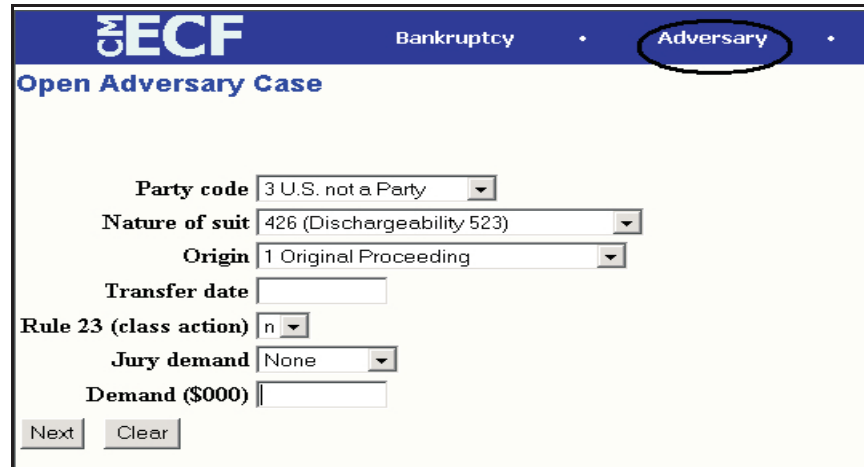
You should enter first the plaintiff and then the defendant in the screen above. Identify each one with their corresponding role using the drop down menu selection.

The screenshot shows the 'Party Information' form in the ECF system. The form is titled 'Party Information' and includes the following fields and options:

- Party Name:** AIDA L. PEREZ SSN: 581-90-8528
- Office:** [Text Field]
- Address 1:** Urb. Dr. Agustin Stahl, Calle 7
- Address 2:** [Text Field]
- Address 3:** [Text Field]
- City:** Bayamon
- State:** PR
- Zip:** 00619
- County:** Bayamon (dropdown menu)
- Country:** [Text Field]
- Phone:** [Text Field]
- Fax:** [Text Field]
- E-mail:** [Text Field]
- ProSe:** no (dropdown menu)
- Role:** A dropdown menu is open, showing the following options: blank (blank), Plaintiff (pla:pty), Realtor (r:prf), Respondent (res:pty), Special Counsel (sp:prf), Stockholder (stkhd:pty), Successor Trustee (sutr:pty), Surveyor (surv:prf), Trustee (tr:tr), U.S. Trustee (ustpty), Witness (wit:pty), and blank (blank).
- Party text:** [Text Field]
- Buttons:** Attorney..., Alias..., Review..., Add all attorney clicking the Sub, Submit, Cancel, Clear

STEP 5**Open Adversary Case - Statistics**

Enter the statistical case information for the case you are opening. This information usually comes from the cover sheet filed with the case initiation documents. To access the list boxes, use the down arrows to the right of the box. This will bring up a list of information you can select from. To enter data in other fields, type the information into the box provided.



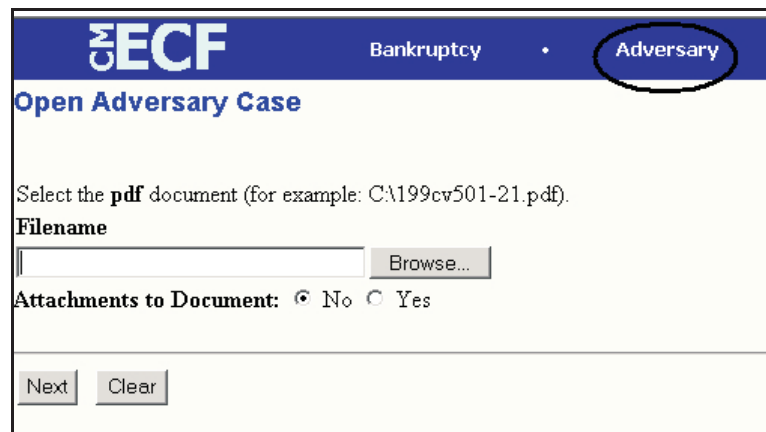
The screenshot shows the ECF (Electronic Case Filing) system interface for opening an adversary case. The top navigation bar includes the ECF logo, "Bankruptcy", and "Adversary" (which is circled). The main heading is "Open Adversary Case". The form contains several fields with dropdown menus and text boxes:

- Party code:** 3 U.S. not a Party
- Nature of suit:** 426 (Dischargeability 523)
- Origin:** 1 Original Proceeding
- Transfer date:** (empty text box)
- Rule 23 (class action):** n
- Jury demand:** None
- Demand (\$000):** (empty text box)

At the bottom of the form are two buttons: "Next" and "Clear".

STEP 6

Select the pdf document and add it in the box below.



This screenshot shows the same ECF interface, but the "Adversary" tab is still selected. The form now displays instructions for selecting a PDF document:

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Below the filename label is an empty text box and a "Browse..." button.

Attachments to Document: ☒ No ☐ Yes

At the bottom are "Next" and "Clear" buttons.

Note:

Do not scan the summons as part of your complaint. Summons must be brought to the Clerk's office during regular business hours for issuance.

STEP 7 Next the Receipt/Fee Screen appears. (See below)


- Do not enter any information in the "Receipt/Fee" fields. Press next to continue.

The screenshot shows the ECF (Electronic Case Filing) interface for an Open Adversary Case. The header bar is blue with the ECF logo and navigation links: Bankruptcy, Adversary, and Query. Below the header, the title "Open Adversary Case" is displayed. A blue instruction line reads: "COURT USERS ONLY: If this is a 727 Objection to Discharge, Set 727OBJ Flag Next." The main area contains two input fields: "Receipt #: " followed by an empty text box, and "Fee: \$" followed by a text box containing "150". Below these fields are two buttons: "Next" and "Clear".

STEP 8 The [Modify Docket Text](#) screen appears. Review the generated docket text. If there is a box within the text you can add or correct docket text there, otherwise press the [Next](#) button to continue.

The screenshot shows the ECF (Electronic Case Filing) interface for an Open Adversary Case, specifically the Modify Docket Text screen. The header bar is blue with the ECF logo and navigation links: Bankruptcy, Adversary, Query, and Repo. Below the header, the title "Open Adversary Case" is displayed. The main area contains a large text box with the following text: "424 (Obj/Revocation Discharge 727): Complaint by CARMEN MARIA SMITH against FIRST BANK DE PUERTO RICO . Receipt Number, Fee Amount \$150 (CRUZ MARRERO, CARMEN)". Below the text box are two buttons: "Next" and "Clear".

STEP 9 The final document is already submitted. (See below).

		Bankruptcy	•	Adversary	•	Query	•	Reports	•	Utilities	•	Logo
Open Adversary Case												
U.S. Bankruptcy Court												
District of Puerto Rico												
Notice of Electronic Filing												
The following transaction was received from CRUZ MARRERO, CARMEN entered on 6/10/2005 at 10:50 AM AST and filed on 6/10/2005												
Case Name:	SMITH v. FIRST BANK DE PUERTO RICO											
Case Number:	05-00132-GAC											
Document Number:	1											
Case Name:	BARBARA ENID LLERAS ALVAREZ											
Case Number:	04-11223											
Document Number:	26											
Docket Text:	424 (Obj/Revocation Discharge 727): Complaint by CARMEN MARIA SMITH against FIRST BANK DE PUERTO RICO . Receipt Number, Fee (CRUZ MARRERO, CARMEN)											
The following document(s) are associated with this transaction:												
05-00132-GAC Notice will be electronically mailed to:												
05-00132-GAC Notice will not be electronically mailed to:												
04-11223 Notice will be electronically mailed to:												
JOSE F CARDONA JIMENEZ jf@cardonalaw.com,												
JOSE RAMON CARRION MORALES ctalavera@ch13-pr.com;ecfmail@ch13-pr.com												
JUAN MANUEL SUAREZ COBO suarezcobo@prtc.net, jms_sclo@yahoo.com												

Important Reminder: Please remember that summons must be brought to the Clerk's office during regular business hours for issuance.